

AAHSD Board Agenda Calendar 2018-2020

Policy	Type	Frequency	Report Month	Monitor
Agenda Planning	Governance Process	Annually	January	Board review/approval of Calendar
Global Executive Constraints	Executive Limit		January 2018	CCO rpts; SCS rpts; MCO rpts
Global Gov Commitment	Governance Process		February 2018	MOUs; Strategic Plan; AP rpts
Financial Planning/Budgeting	Executive Limit	Annually	February	DOA Submission
Accountability of Exec Director	Board-ED Linkage		March 2018	Policy; Bylaws and Board minutes
Delegation to Exec Director	Board-ED Linkage		March 2018	ENDs; Board policy/bylaws; OP plan
Unity of Control	Board-ED Linkage		April 2018	Board policy/bylaws, minutes
Solicit comments on ED performance	Board Business	Annually	April	AAHSD ED Performance Evaluation Form
Communication & Support	Executive Limit		May 2018	ED report
Collect comments on ED performance	Board Business	Annually	May	AAHSD ED Performance Evaluation Form
Member's Code of Conduct	Governance Process	Annually	May	Board policy/bylaws; LA Code of Ethics
Board Member Self Evals. Distributed	Board Business	Annually	May	Completed forms to Board Chair
Board Committee Principles	Governance Process		June 2018	Board policy/bylaws, cmte minutes
Status Update on AAHSD Strategic Plan, Selected Initiatives	Board Business	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report; ED report
Monitoring of Executive Director	Board-ED Linkage	Annually	June	AAHSD Performance Evaluation Form; Board comments/feedback/input

Policy	Type	Frequency	Report Month	Monitor
Executive session to discuss ED merit	<i>Board Business</i>	Annually	June	Completed performance evaluation forms; Compiled Comments; Previous year's merit or bonus, SCS Comments on Unclassified Employee Merit or Bonus; Updated listing of other Authorities ED's Salary, Bonuses, Credentials and years in position; table containing ED's current salary
Emergency Ex. Dir. Succession	Executive Limit		July 2018	Written Succession Plan
Chairperson's Role	Governance Process		August 2018	Board policy/bylaws, minutes
Cost of Governance	Governance Process		September 2018	Training logs; speaker logs; orientation acknowledgement forms
Treatment of Staff	Executive Limit		October 2018	Lawsuits; Grievance rpts; SCS rpts; surveys
Convene Nominating Cmte	<i>Board Business</i>	Annually	October	Chair appointment
Board Job Description	Governance Process		November 2018	Board policy/bylaws; Brd Member overview
Present Slate of Officers	<i>Board Business</i>	Annually	November	From Nominating Cmte
Treatment of Consumers	Executive Limit		December 2018	Satisfaction, grievance, complaint rpts; Health/Safety rpts
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
Vote for Officers	<i>Board Business</i>	Annually	December	Per written ballot
Agenda Planning	Governance Process	Annually	January	Board review/approval of Calendar
Ends Focus of Grants/Contracts	Executive Limit		January 2019	Contract rpts
Financial Condition & Activities	Executive Limit	Bi-annually	February 2019 (as scheduled)	Budget Report- Revenues/Expenditures; Correlated to Strategic Plan Legislative Audit

Policy	Type	Frequency	Report Month	Monitor
Financial Planning/Budgeting	Executive Limit	Annually	February	DOA Submission
Governance Style	Governance Process		March 2019	Board policy/bylaws; self-monitoring forms; orientation & training logs
Solicit comments on ED performance	Board Business	Annually	April	AAHSD ED Performance Evaluation Form
Global Linkage	Board-ED Linkage		April 2019	Board policy/bylaws; ED report
Compensation & Benefits	Executive Limit		May 2019	SCS rpts; HR rpts
Collect comments on ED performance	Board Business	Annually	May	AAHSD ED Performance Evaluation Form
Member's Code of Conduct	Governance Process	Annually	May	Board policy/bylaws; LA Code of Ethics
Board Member Self Evals. Distributed	Board Business	Annually	May	Completed forms to Board Chair
Asset Protection	Executive Limit		June 2019	Property Control Certificate and/or documentation from DOA/LPAA
Monitoring of Executive Director	Board-ED Linkage	Annually	June	AAHSD Performance Evaluation Form; Board comments/feedback/input
Executive session to discuss ED merit	Board Business	Annually	June	Completed performance evaluation forms; Compiled Comments; Previous year's merit or bonus, SCS Comments on Unclassified Employee Merit or Bonus; Updated listing of other Authorities ED's Salary, Bonuses, Credentials and years in position; table containing ED's current salary
Global Executive Constraints	Executive Limit		July 2019	CCO rpts; SCS rpts; MCO rpts
Accountability of Exec Director	Board-ED Linkage		September 2019	Policy; Bylaws and Board minutes
Delegation to Exec Director	Board-ED Linkage		September 2019	ENDs; Board policy/bylaws; OP plan
Unity of Control	Board-ED Linkage		October 2019	Board policy/bylaws, minutes

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Convene Nominating Cmte	<i>Board Business</i>	Annually	October	Chair appointment
Communication & Support	Executive Limit		November 2019	ED report
Present Slate of Officers	<i>Board Business</i>	Annually	November	From Nominating Cmte
Board Committee Principles	Governance Process		December 2019	Board policy/bylaws, cmte minutes
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
Vote for Officers	<i>Board Business</i>	Annually	December	Per written ballot
Agenda Planning	Governance Process	Annually	January	Board review/approval of Calendar
Emergency Ex. Dir. Succession	Executive Limit		January 2020	Written Succession Plan
Financial Planning/Budgeting	Executive Limit	Annually	February	DOA Submission
Chairperson's Role	Governance Process		February 2020	Board policy/bylaws, minutes
Cost of Governance	Governance Process		March 2020	Training logs; speaker logs; orientation acknowledgement forms
Solicit comments on ED performance	<i>Board Business</i>	Annually	April	AAHSD ED Performance Evaluation Form
Treatment of Staff	Executive Limit		April 2020	Lawsuits; Grievance rpts; SCS rpts; surveys
Collect comments on ED performance	<i>Board Business</i>	Annually	May	AAHSD ED Performance Evaluation Form
Member's Code of Conduct	Governance Process	Annually	May	Board policy/bylaws; LA Code of Ethics
Board Member Self Evals. Distributed	<i>Board Business</i>	Annually	May	Completed forms to Board Chair
Board Job Description	Governance Process		May 2020	Board policy/bylaws; Brd Member overview

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Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
Monitoring of Executive Director	Board-ED Linkage	Annually	June	AAHSD Performance Evaluation Form; Board comments/feedback/input
Executive session to discuss ED merit	<i>Board Business</i>	Annually	June	Completed performance evaluation forms; Compiled Comments; Previous year's merit or bonus, SCS Comments on Unclassified Employee Merit or Bonus; Updated listing of other Authorities ED's Salary, Bonuses, Credentials and years in position; table containing ED's current salary
Treatment of Consumers	Executive Limit		June 2020	Satisfaction, grievance, complaint rpts; Health/Safety rpts
Ends Focus of Grants/Contracts	Executive Limit		July 2020	Contract rpts
Financial Condition & Activities	Executive Limit	Bi-annually	August 2020 (as scheduled)	Budget Report- Revenues/Expenditures; Correlated to Strategic Plan Legislative Audit
Governance Style	Governance Process		September 2020	Board policy/bylaws; self-monitoring forms; orientation & training logs
Global Linkage	Board-ED Linkage		October 2020	Board policy/bylaws; ED report
Convene Nominating Cmte	<i>Board Business</i>	Annually	October	Chair appointment
Compensation & Benefits	Executive Limit		November 2020	SCS rpts; HR rpts
Present Slate of Officers	<i>Board Business</i>	Annually	November	From Nominating Cmte
Asset Protection	Executive Limit		December 2020	Property Control Certificate and/or documentation from DOA/LPAA

Policy	Type	Frequency	Report Month	Monitor
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
Vote for Officers	<i>Board Business</i>	Annually	December	Per written ballot